IAQ Coordinator's Checklist

Use the checklist below to record and monitor the steps you have taken to implement the IAQ Management Plan.

Steps Taken	Date	Comments/Notes
1. Start Action Packets Log		
2. Distribute Action Packets		
❑ All appropriate people have received an Action Packet		
❑ Each Action Packet type has been distributed		
3. Receive and Summarize IAQ Checklists		
❑ Receive all IAQ Checklists		
❑ Review IAQ Checklists		
❑ Transfer data to Checklists Log		
❑ List things to review during walk-through inspection		
4. Perform Walkthrough Inspection		
5. Assess Radon Status		
❑ Testing completed		
❑ Control system installed (if needed)		
❑ Control system properly operating		
6. Assess Pest Control		
7. Assess Lead Status		
8. Identify Recent Changes		
❑ Flooding/water damage		
❑ Night or weekend classes		
❑ New staff		
❑ Other		

Steps Taken	Date	Comments/Notes
9. Set Repair and Upgrade Priorities ❑ Make to-do list		
10. Gain Approval for Repairs and Upgrades		
11. Distribute Status Report		
12. Perform Repairs and Upgrades		
13. Conduct Follow-up Inspections		
14. Develop Calendar of IAQ Events ❑ Set next date for applying IAQ checklist		
❑ Note upcoming renovation and repairs		
❑ Note future addition of staff		
15. Assess Problem Solving Performance		
16. Establish and Update IAQ Policies		
17. Distribute Final Report ❑ Students and staff		
❑ Parents		
❑ School administration		
18. Check Contacts List		
19. File Checklists, Reports, and Notes		